Procedures for Residential Life Staff to Follow In The Event of a Medical Emergency

When a medical emergency has occurred, the following procedures must be implemented.

During Hours When the Wellness Center is Open

I. When the Student is Ambulatory (able to walk):
   Example:
   A student who has been injured and is ambulatory (able to walk) should be given first aid and directed to the Wellness Center as soon as possible. S/he should be accompanied if it is appropriate. If possible, have someone call the Health Service (5225) and advise them that the patient is coming and the extent of his/her injuries.

II. When the Student is Not Ambulatory (cannot be moved):
   1. Staff member should proceed to victim and assess the individual's condition. If you are aware of victim's state, go to step three.
   2. If possible, always have someone contact the Health Service at 5225.
   3. Staff member should contact the Health Service at 5225 and ask to speak with a member of the medical staff:
      a. Remain calm and explain who you are.
      b. Notify the nurse of the patient's location.
      c. Describe the condition of the patient (i.e. Mary Collins was taking a shower and she seems to have passed out. She has a bump on her head and a cut on her lower lip that is bleeding steadily. She is very pale but can speak now. She says she has a terrible headache.).
   4. Health Service Staff will advise you what to do.

During Hours When Wellness Center is closed

1. Staff member should proceed to the victim and assess the individual's condition. If you are aware of the victim's state, go to step three below.
2. If possible, always have someone remain with the victim. Go for help.
3. When University Police is available, contact University Police at 5555:
   a. Remain calm and explain to the officer/switchboard who you are.
   b. Report the victim's location.
   c. Describe the condition of the victim as explained above.
4. University Police will respond to the scene and either:
   a. Request the Student Medical Response Team or
   b. Transport the victim to the hospital or
   c. Call the Fire Department Ambulance at 234-2222 or
   d. Suggest that a friend transport the student to the hospital (in a non-emergency situation).

When University Police is not available
1. If the situation is not an emergency (i.e. life threatening), try to locate a person in charge (Student Activities supervisor, coach, teacher, etc.)

2. Staff member should proceed to the scene and either:
   a. Call the Fire Department Ambulance at 234-2222
   b. Suggest that a friend transport the student to the hospital if it is not an emergency.

3. Staff member should call the hospital at 254-3456 and inform them that an injured student is arriving (via a, b, c) and explain the student's condition.

**Note: Expect an ambulance to take as much as 15 minutes or more to arrive.

**Note: Please remind any student who uses the emergency room and has insurance purchased through the College that s/he needs to come to the Wellness Center at his/her first convenience so that forms can be completed, signed and sent.

**Medical Emergency Transportation Policy and Procedures**

It is the policy of SUNY Cobleskill to facilitate the timeliest transportation of injured or ill persons to appropriately staffed and equipped facilities whenever a medical emergency occurs. This means contacting an ambulance unit with the fastest response time possible for transportation to the Cobleskill Regional Hospital Emergency Department.

Rural/Metro Ambulance, which is located adjacent to the campus, has staffed units available around the clock and has an estimated response time of 3 to 5 minutes. The Cobleskill’s Fire Department Rescue Squad, which requires two volunteers to be summoned to the Fire Station prior to actual dispatch, has a response time of approximately 10 minutes. Consequently, the procedure to be followed whenever University Police (UPD) or Wellness Center Staff members determine the need for an ambulance is that a call to 911 will be made. The dispatch center will send the first available unit to the scene.

Campus employees should not take the time to contact University Police or the Wellness Center in the event that they feel an ambulance is needed. They should directly contact 911. All campus publications that list ambulance phone numbers will list the following:

- Rural/Metro Ambulance: 234-0911
- University Police: 5317 or 5555
- Cobleskill Village Police: 234-2111

**REVISED 8/2/12**